

Head Office Coordinator (40 hours per week)

WORK ENVIRONMENT

You will be working with one of our partners called, AFLAME. The team consists of full and part-time staff in Sub Sahara Africa (SSA) and Europe. The team engages in activities to support the persecuted Church in SSA. Through their activities, they aim to raise awareness and prayer for the Persecuted Church and work with the local Church and other organizations as our partner.

PURPOSE OF THE ROLE

As the Head Office Coordinator within the Finance and Org Support Department, you are responsible for overseeing the smooth operation and efficiency of The Regional Head Office. This role involves a mix of administrative and organizational duties ensuring the office effectively supports the organization's overall goals. The Head Office Coordinator often acts as a central point of contact for internal and external stakeholders, fostering a positive and productive work environment.

LOCATION AND TRAVELLING

The role's location is required to be in Johannesburg, South Africa. The role requires the applicant to be close to the office to attend to any office related requirements.

QUALIFICATIONS AND QUALITIES

- Mature and committed Christian with a passion for African Christians who live out their faith in difficult and sometimes hostile environments and situations.
- Bachelor's degree/diploma in administration and management is preferred, but candidates with proven ability and experience are encouraged to apply.
- Experience of more than 3 years in an Office Management position;
- Culturally sensitive and good interpersonal skills to work with people from all cultures and backgrounds.
- Strong ability to manage own workload, prioritise and respond well under pressure.
- Proactive problem solver with good communication skills and meticulous attention to detail.
- Proficiency in MS Office (MS Excel, MS Word and MS Outlook), Microsoft Teams meeting setup and management;

KEY RESPONSIBILITIES

- **Coordinating daily office operations (50%)**
 - Coordinate the day-to-day running of the Head Office.
 - Supervise maintenance staff and coordinate all office maintenance and repairs.
 - Weekly/monthly inspection of the office for maintenance requirements.
 - Ensure compliance with all OHSACT and Security regulations.
 - Support in creating and monitoring office budget, in collaboration with Head Office finance, processing expenses and ensuring cost-effectiveness in office operations.
 - Ordering and monitoring all office supplies.

- Acting as a point of contact for internal and external communication, coordinating with various departments, and managing relationships with vendors and service providers.
- **Travel Coordination (35%)**
 - Implementing Staff Travel Policy.
 - Process all staff travel requests for the regional team.
 - Manage the bookings with the service providers including flight, visa, accommodation, shuttle/taxi and travel insurance.
 - Support staff in timely visa applications with the respective embassy and provide regular updates.
 - Issue letters and documents for visas as required for travellers.
- **Event Coordination (15%)**
 - Co-ordinate all regional office events from start to finish.
 - Organise communications to all stakeholders well in advance for onsite and offsite events.
 - Liaise with service providers and presenters.
 - Plan and organise year-end event.

APPOINTMENT PROCESS AND HOW TO APPLY:

Please apply for this position by submitting your CV/Resume and one A4 page that briefly outlines what you bring to this role and how God has prepared you. We also would like to receive references from your previous employer(s) and local church. Please ensure that your application reaches us at hrsupport@aflame.org no later than **18 November 2025**.